

BUDGET CALENDAR *

2017-18 BIENNIAL BUDGET

INTERNAL SERVICE BASELINE MEETINGS Finance meetings with internal service groups to establish baseline budgets and rates	Jan-Mar
FINANCE PREPARES BUDGET FORECASTS	Apr-May
SEMI-MONTHLY MEETINGS WITH MAYOR/CAO Finance informational meetings with Mayor and CAO	Apr-Jul
COUNCIL WORKSHOP Review budget calendar and preliminary revenue forecasts	May 3
BUDGET KICK OFF MEETING 1:30-2:30pm in Chambers East & West Mayor, CAO, Finance Director provides budget instructions to departments	May 16
DEPARTMENTS PREPARE BUDGET Review and adjust baseline budgets Prepare operating requests Prepare capital requests and 6-year capital plan	May 17-Jul 8
DEPARTMENT BASELINE MEETINGS W/FINANCE Discuss baseline issues and challenges Overview of operating budget and capital requests	Jun 13-22
DEPARTMENT PRESENTATIONS TO ADMINISTRATION Department presents issues and budget requests	Jul 11-20
BUDGET and CAPITAL BALANCING/DECISIONS Finance meetings with Mayor and CAO to review requests, make decisions and balance funds – meet at least twice per week	Jul 21-Aug 25
COUNCIL WORKSHOP Budget preparation status	Aug 16
FINAL BALANCING/DECISIONS	Aug 26
MLT NOTIFICATION Mayor notifies department directors of approved requests	Aug 29
APPEAL SESSIONS (if requested) Department opportunity to meet with Mayor and CAO to appeal decision(s)	Aug 30-31
FINANCE PREPARES PRELIMINARY BUDGET	Sep1-23
COUNCIL REGULAR 1 st Public Hearing – 2017-18 Biennial Budget 1 st Public Hearing – 2017-2022 Capital Improvement Plan	Sep 20
COUNCIL MEETING (Special Meeting) Mayor's Budget Message	Sep 27
COUNCIL WORKSHOP (Special Meeting) Overview of Mayor's proposed budget	Sep 27

***as of 4/28/2016 - schedule subject to change**

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COUNCIL WORKSHOP General Fund baseline discussion; significant changes	Oct 4
COUNCIL WORKSHOP (Special Meeting) Other funds baseline discussion; significant changes	Oct 11
COUNCIL WORKSHOP Department Budget Presentations	Oct 18
COUNCIL REGULAR Public Hearing – 2017 Property Tax Levy 2 nd Public Hearing – 2017-18 Biennial Budget 2 nd Public Hearing – 2017-2022 Capital Improvement Plan	Oct 18
COUNCIL WORKSHOP (Special Meeting) Department Budget Presentations	Oct 25
COUNCIL WORKSHOP Hold/Council Request	Nov 1
COUNCIL WORKSHOP (Special Meeting) Hold/Council Request	Nov 8
COUNCIL WORKSHOP Final Decisions	Nov 15
PREPARE BUDGET ADOPTION AND RELATED DOCUMENTS	Nov 16-30
OPERATIONS COMMITTEE MEETING Budget Review and Recommendation	Dec 6
COUNCIL REGULAR Adoption of the 2017 Property Tax Levy Adoption of the 2017-18 Biennial Budget	Dec 13

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